

Area Council Meeting Reimbursement Guidelines

- 1. Members must use the APA's travel agency to book travel at least three (21 days) in advance of the meeting. Members may not use the travel agency for booking within 3 weeks of the meeting. Members who book within 3 weeks for the meeting must pay their own charges and will only be reimbursed up to the median flight costs for that Area Council meeting.**

- 2. Hotel rooms must be booked by the stated hotel deadline using the Area Council room block. Hotel reservations that are booked after the stated deadline will be reimbursed only up to the Area's negotiated room block rate.**

- 3. Travel reimbursements should be submitted within 10 business days after the meeting. Reimbursements submitted a month or more after the meeting will not be processed.**

- 4. For extraordinary circumstances, the Area Rep and Dep Rep, in conjunction with APA Administration, may make exception to these rules.**

- 5. If an Area's expenses, without the inclusion of travel and lodging, exceeds the allocated block grant, then points 1 and 2 of this policy will not apply.**